



Smart Start

Partnership for Children

MISSION: to support, educate, and advocate to build a strong foundation for the young children in our community.

LEARN MORE: www.smartstartpfc.org

WHAT WILL I ACCOMPLISH?



Strategic Leadership Support and guide community partnerships to facility systems change



Program Coordination & Evaluation Planning and oversight of programs and key initiatives. Data management, monitoring and reporting



Collective Impact Work together and share information to solve complex problems

WHO SHOULD APPLY?

Passionate about young children and their families and caregivers | Knowledge of early childhood brain development and Adverse Childhood Experiences (ACEs) | Leadership skills | Ability to gain consensus across multiple groups | Measurably improving social outcomes for children and families | Ability to communicate and report information clearly and professionally with a range of stakeholders | Understanding of collaborative work and convening skills | Ability to work independently and in a team setting | Grant oversight experience | Experience coordinating and managing programs and services | Committed to accurate record keeping

In line with our commitment to equity, we encourage applications from individuals who identify as Black, Latinx, Indigenous, people of color, people with disabilities, members of the LGBTQ+ community, and other underrepresented groups.

WE'RE HIRING!

POSITION: Program Coordinator

- Full-time (35 hours/week) with flexible schedule, vacation, holiday, family/community involvement leave totaling up to 25 days + 12 sick days/year
- 525 N Justice St, Hendersonville, NC, with travel (in your own vehicle) around Henderson County. Some telework possible.
- Hiring Range: \$42,000 - \$47,000 + 403(b) plan at 4% plus 3% match after 90 days + cell phone stipend + mileage reimbursement for all work-related travel + positive, supportive work culture + longevity bonus + flexible schedule

how much | where | when

HOW WILL I SPEND MY TIME?

- Program Coordination and Evaluation ●●●●
- Planning/Facilitating Meetings ●●●
- Community Engagement/Outreach ●●
- Coordinating People/Processes ●

WHO WILL I REPORT TO?



Sonia Gironda, Executive Director

Smart Start offers a flexible and fun work environment. Our team is supportive and respectful and recognizes the importance of work-life balance. Smart Start offers opportunities to learn, grow, connect and make an impact. We offer a values-driven work culture and we work as a team to provide opportunities children need to be successful. Curiosity and authenticity are welcome and we strive to represent with integrity, kindness, and compassion.



We are less concerned with where you have previously worked or how long you've worked for those organizations. We are most interested in whether you see yourself in this job description and have demonstrated qualitative and quantitative results in more of these areas than not.

For more information and a complete job description, visit: www.smartstartpfc.org. Interested applicants should submit a letter of interest and resume to sonia@smartstartpfc.org.



FULL-TIME PROGRAM COORDINATOR JOB DESCRIPTION

Application Deadline: Review will begin September 23, 2024, position will remain open until filled.

There will be a minimum of a two-stage interview process.

To apply, email a resume and letter to sonia@smartstartpfc.org.

Position Reports To:	Executive Director
FLSA Status:	Non-Exempt, Full-time (35 hours per week)
Prefer but not required:	Bachelor's Degree, Spanish-Speaking
Hiring Range:	\$42,000 – \$47,000 yearly

Because we value your time, we have developed this job description to provide as much information as possible regarding the position and hiring process. If we mutually agree to move forward to the final stage, you will have time to engage with our team to ask questions before an offer is made.

WHAT IS SMART START PARTNERSHIP FOR CHILDREN?

Smart Start Partnership for Children is an early childhood nonprofit in Henderson County, North Carolina that works to provide opportunities children need to be successful in school and in life. Our mission is to support, educate and advocate to build a strong foundation for young children in our community. We do this through a variety of programs geared towards providing the resources and information parents and caregivers need to build a strong foundation for their children. **For more information about our programs, please visit our website at www.smartstartpfc.org.**

WHAT ARE THE RESPONSIBILITIES?

The Program Coordinator works with Smart Start Partnership staff, service providers, early childhood educators, families and communities to ensure high quality, effective implementation of programs and to align all activities with the goals and mission of the organization. The Program Coordinator's primary responsibilities will focus on implementing services to families with children, providing technical assistance to community partners, overseeing program operations, and maintaining an awareness of community needs and program resources.

Program Management

- ✓ Coordinate and manage internal program services
- ✓ Produce written summaries of program and community work including program reports required by funders and annual reports to the board and community as requested
- ✓ Maintain a working knowledge of services available to families and child care providers
- ✓ Provide direct service providers with technical assistance to help them implement programs and achieve their projected outcomes and outputs
- ✓ Work closely with NCPC on program management, reporting, and meeting required measures

- ✓ Lead program planning and evaluation that may include service design and delivery, data awareness and collection, and resource development
- ✓ Participate in Strategic Planning and execution of strategic initiatives
- ✓ Assist in planning and implementing special projects
- ✓ Maintain confidentiality of agencies, children, families, and child care providers
- ✓ Maintain complete and accurate records
- ✓ Research new and emerging promising practices
- ✓ Provide program monitoring of all direct service providers
- ✓ Complete the Annual Planning process
- ✓ Facilitate the program bidding process

Committee Support

- ✓ Lead board appointed planning and evaluation committees
- ✓ Provide guidance on committee goals
- ✓ Provide research information and technical support as needed
- ✓ Ensure connection of Strategic Plan goals with committee work
- ✓ Complete administrative duties as needed to support the committee

Community Involvement

- ✓ Work within the community to build and promote applicable programs
- ✓ Develop and maintain positive rapport with families and child care providers
- ✓ Promote Smart Start and represent the agency as needed – this could include various forms of media, community events, trainings, advocacy, and public speaking
- ✓ Establish and maintain effective working relationships with other community organizations
- ✓ Maintain a working knowledge of services available to parents and child care providers
- ✓ Actively advocate at the local level for systemic improvements which will support and enhance the development of children and families
- ✓ Represent Smart Start in a professional, accurate and positive manner within the community at all times

ARE YOU THE RIGHT FIT?

- ✓ Understand the agency mission, strategic focus areas and overall goals and objectives and contribute to the success of the organization
- ✓ Understand and apply all agency and program policy and procedures
- ✓ Solve problems using logic, judgment and data to determine effective solutions
- ✓ Consider and offer potential new approaches that move the agency towards accomplishing goals
- ✓ Inform orally, in writing, and through presentations effectively
- ✓ Have an awareness of and/or experience in the concepts of systems change and collective impact theory
- ✓ Participate in training and professional development opportunities to stay current on best practices
- ✓ Operate with flexibility and adaptability
- ✓ Provide dependability and operate with autonomy successfully
- ✓ Strong relationship-building skills and commitment to working collaboratively with a wide variety of

constituent groups and partners

- ✓ Technologically proficient in systems such as Microsoft platforms, Zoom and Google Docs
- ✓ Able to work occasional evenings, holidays, and weekends
- ✓ Have and maintain a valid driver's license and own transportation
- ✓ Perform other duties as assigned

LOCATION & COMPENSATION

This is an in-person position with flexibility for some hybrid work. Local community in-person engagement is part of the position responsibilities, so the individual should reside near the community. The Smart Start office is located at 525 North Justice Street, Hendersonville, NC 28739. There will be some local travel required and some minimal state travel.

- ✓ Flexible working hours
- ✓ Vacation hours (70 hours a year accrued monthly)
- ✓ Holiday hours (84 hours a year, employees' choice)
- ✓ Sick hours (84 hours a year, accrued monthly)
- ✓ Personal leave hours (14 hours a year)
- ✓ Family & Community Involvement hours (7 hours a year)
- ✓ Inclement Weather Leave
- ✓ 403(b) Retirement Plan with a 4% automatic employer contribution and an additional 3% matching contribution available after 90 days of employment
- ✓ Monthly cell-phone stipend
- ✓ Professional Development opportunities
- ✓ Work travel mileage reimbursement
- ✓ Employee Assistance Plan
- ✓ Longevity Bonus

APPLICATION AND SELECTION PROCESS

Applications are due **Wednesday, September 25, 2024, at 12:00 PM EST**. However, the position will remain posted and open until filled. To apply, email a resume and a letter highlighting your experience and interest to Sonia Gironda at sonia@smartstartpfc.org. Be sure to include any additional information relevant to the position.

The interview process includes the following steps:

- ✓ Once your resume and cover letter are received, they will be carefully reviewed. A select group of top candidates will be invited for a brief interview with the Executive Director, with the option for a virtual meeting.
- ✓ Finalists will be invited for an in-person interview at the Smart Start office, where they will also meet with at least one additional team member.
- ✓ Before a final employment offer is made, references will be checked.

Equal Opportunity: Smart Start Partnership for Children is an equal opportunity employer and is committed to recruiting a diverse pool of qualified candidates for this position.